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**CARS #521039****Updated 10/02**

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**PROFILE ID TITLE:   Comm CC Init Admin 5%****FULL TITLE:** Community Child Care Initiative Grants Administrative Costs up to 5%  
(formerly known as: Locally-Matched Child Care and Development Funds  
Administrative Costs)**REPORTING INSTRUCTIONS:**

Report all agency administrative costs related to this program such as, but not limited to, salaries and related costs of the staff of the Lead Agency or other agencies engaged in the administration and implementation of the program pursuant to 45 CFR Section 98.11. Program administration and implementation include, but are not limited to, the following types of activities:

- planning, developing, and designing the Child Care and Development Fund program
- providing local officials and the public with information about the program, including the conduct of public hearings
- preparing the application and plan
- developing agreements with administering agencies in order to carry out program activities
- monitoring program activities for compliance with program requirements
- preparing reports and other documents related to the program for submission to the Secretary
- maintaining substantiated complaint files in accordance with the requirements of 45 CFR Section 98.32
- coordinating the provision of Child Care and Development Fund services with other Federal, State, and local child care, early childhood development programs, and before-and-after-school care programs
- coordinating the resolution of audit and monitoring findings
- evaluating program results
- managing or supervising persons with responsibilities described in paragraphs (a)(1)(i) through (x) of Section 98.52

Other administrative activities include travel costs incurred for official business in carrying out the program; administrative services, including such services as accounting services, performed by grantees or subgrantees or under agreements with third parties; audit services as required at Section 98.65; other costs for goods and services required for the administration of the program, including rental or purchase of equipment, utilities, and office supplies; and indirect costs as determined by an indirect cost agreement or cost allocation plan pursuant to Section 98.55.

Administrative costs are **limited to no more than 5%** of the total funds expended by the agency.

\*The five percent limitation of administrative activities applies only to the States and Territories. The amount of the limitation does not apply to Tribes or tribal organizations.

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**CARS #521039 (cont.)**

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Expenses reported on this profile shall not be reported on any other profile.

**PROFILE TYPE:** Contract Controlled (F)

**EXPENSES ROLL TO THIS PROFILE FROM:** N/A

**EXPENSES ROLL FROM THIS PROFILE TO:** N/A

**EXPENSES ALLOCATE TO THIS PROFILE FROM:** N/A

**EXPENSES ALLOCATE FROM THIS PROFILE TO:** N/A

**REIMBURSEMENT %:** 100%

**PREPAYMENTS:** 3

**LIMITATIONS:** N/A

**FEDERAL CATALOG (CFDA) NUMBER:** 93.596

**DIVISION RESPONSIBLE:** Division of Workforce Solutions